Registry

3 JUN 1985   LOGGED

The Director of Central Intelligence

Washington, D.C. 20505

Intelligence Community Staff

via 1

DCI/ICS 85-3621
3 June 1985

MEMORANDUM FOR: See Distribution

FROM: _____   STAT
         Director, Program and Budget Staff

SUBJECT: Appeals to Congressional FY 1986
            Authorization Actions

Attached for your guidance are directions for preparing appeals to FY 1986 HPSCI and SSCI authorization actions. The HPSCI report and extracts from the preliminary SSCI report have been distributed to the NFIP program offices, and the final SSCI report is expected to be available soon. To influence the anticipated conference action scheduled for mid-June, all appeals, together with a memo ranking the appeals in descending priority order, should be submitted to the ICS/Program and Budget Staff no later than COB 10 June.

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Attachment:
   As stated

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Page Denied

APPEAL FORMAT

1. All typing should be single spaced. Government bond paper size 8 1/2 by 11 inches should be used. Left-hand and right-hand margins should be approximately one inch from sides of paper.

2. Classification should be capitalized and typed at top and bottom of page.

3. All codewords applicable to the page should be typed in capital letters one space under (top)/over (bottom) classification.

4. Approximately two inches from the top of the page, the program name should be centered, capitalized, and underlined.

5. Two spaces from the program name, again centered, capitalized, and underlined, would be: FY 1986 AUTHORIZATION ACTIONS, with the phrase, (Dollars in Millions) centered immediately underneath.

6. The column headings (if applicable) will be placed as shown on the attached example.

7. The phrase JUSTIFICATION AND IMPACT, again centered, will usually fall three spaces below columns. All paragraphs will be block style and classified. Double spacing should be used between paragraphs and format will follow the sample that is attached.

8. At the lower right-hand corner of the page, the appropriate caveat of channel handling of each page should be typed, followed by the codeword and classification (see 2 and 3 above).

EXAMPLE

INTELLIGENCE COMMUNITY STAFF

FY 1986 AUTHORIZATION ACTIONS
(Dollars in Millions)

ITEM		HPSCI CHANGE	SSCI CHANGE	SUBJECT TO APPEAL	APPEAL
Project XYZ	FUNDS	0	-.1	+.1	+.1
	POSITIONS	0	- 4	+ 4	+ 4

JUSTIFICATION AND IMPACT

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The reduction of four positions and $100.000 proposed by the Senate . . .
(justification for appeal follows) . . . [   ]

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Additional paragraphs will follow a block style like this with classification
at the end of each. [   ]